

ANSWERS



Class TOUR12

Teacher Team Ms Albrecht, Ms Chvosta, Ms Notter, Ms Rudolf

Theme/Date Applying for a job, Jan 15

Station 1: Research - Collecting Information About The Company

You are in your second-year of your vocational training and have the chance to do an internship at *Thomas Cook* in London for 3 weeks. By collecting detailed information about the company you are applying for you show your motivation and going above and beyond in your effort finding your dream job.

It is your task to collect some information about the company you wish to do your trainee ship in. The collected information should help you in the upcoming job interview.

Interesting questions might be:

- When was the company founded?
- What is special about the company?
- Which qualifications do you need for this job?
- Where is the company located?

History:

- Thomas Cook began his international travel company in 1841, with a successful one-day rail excursion at a shilling a head from Leicester to Loughborough on 5 July.

Today:

- established as a joint venture on 4 October 2011, created UK's largest multi-channel travel retailer.
- The joint venture has around 1,100 branches across England, Scotland, Wales and Northern Ireland.
- Thomas Cook UK & Ireland is the second largest leisure travel group in the UK with around 15,500 employees.
- Brands included are include Airtours, Club 18-30, Cresta, Cruise Thomas Cook, Direct Holidays, Elegant Resorts, essentialtravel.co.uk, Flexibletrips, flythomascook.com, Gold Medal, www.hotels4u.com, Manos, www.medhotels.com, Neilson, netflights.com, Panorama, Pure Luxury, Sunset, Swiss Travel Service, Thomas Cook, Thomas Cook Signature, Thomas Cook Sport and Thomas Cook Style.
- Thomas Cook Airlines operates a fleet of 35 aircraft from 21 regional airports to destinations worldwide.
- offers a range of financial services including foreign exchange, the Thomas Cook Credit Card, the Thomas Cook Cash Passport (the new generation of travellers' cheques), and a wide range of travel insurance policies
- The company owns White Horse Insurance Ireland Limited
- is part of Thomas Cook Group plc is listed on the London Stock Exchange
- Thomas Cook also owns the scheduled airline Condor
- Thomas Cook has been a main sponsor of Manchester City and Peterborough United football clubs
- was a sponsor of the London 2012 Olympic Games
- sales of over £9 billion and more than 20 million customers in the year ended 30 September 2013

Station 2: Curriculum Vitae

1. In the following CV only the headings are given. Read the information on the strips of paper and match them to the headings. Once you are done, you can compare your answers with the solutions in the folder on the teacher's desk.

<p style="text-align: center;">Jan Meier Gartenstraße 10, 07743 Jena, Germany Landline: +49 3641 78245 Mobile: +49 167 53267815 E-mail: jan.meier@web.de</p>	
PROFILE	I wish to do an internship in an English-speaking country where I can use and improve my language skills. I am highly motivated, responsible and, I am very interested in languages and other cultures.
KEY SKILLS	Native speaker of German Fluent in English Good command of French Experienced in face-to-face interaction with customers
EDUCATION AND QUALIFICATIONS	August 2012 Beginning of a three-year vocational training "Tourismuskaufmann/-frau" (Management Assistant for Travel & Tourism) at <i>Sonnenklar Reisebüro Rita Unger</i> in Jena June 2012 German school leaving certificate (Year 10)
WORK EXPERIENCE	June 2012 – July 2012 4 weeks internship at a tourist agency "TUI" in Germany
RELEVANT SKILLS	Good command of Microsoft Office Full driving licence
EXTRA-CURRICULAR ACTIVITIES INTERESTS	Travelling, Tennis Member of the Jena fire brigade
PERSONAL DETAILS	Date of birth: 20 March 1995 Marital status: Single Nationality: German
REFERENCES	Available on request

Station 3: Interview - Giving Information About Yourself

You are in your second-year of your vocational training and have the chance to do an internship at *Thomas Cook* in London for 3 weeks. In order to prepare for your job interview you should carefully consider what you are willing to tell about yourself. Therefore find some information on the following Glogster:

<http://fa73fuz.edu.glogster.com/stationenlernen>

1) What are your strengths and weaknesses?

stregths <ul style="list-style-type: none">- perfektionism- eagerness- being organized- outgoing- good at mathematics- ...	weaknesses <ul style="list-style-type: none">- perfektionism- impatience- eagerness- being inorganized- ...
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2) Preparing for an interview

<ul style="list-style-type: none">- thinking about questions that might be asked- thinking about possible answers to them- taking down some notes- bringing an extra copy of the CV to the interview- find appropriate clothes- practice interview with a friend/family member- find information about the company...
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3) Tasks/ Questions which might be asked in an interview

<p>Tell me about yourself</p> <p>What are your strengths?</p> <p>What is your major weakness?</p> <p>What motivates you?</p> <p>What are your hobbies?</p> <p>What books have you read recently?</p> <p>What do you like about yourself?</p> <p>To which places have you been? Was there a special place you would recommend?</p> <p>...</p>
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Part 2

There are many videos in the internet which give advise on job interview training. Please watch the video „Heineken – The Candidate“ and answer the following questions:

1) Which task does the applicant has to go through?

- close contact to the interviewer (takes his hands)
- interviewer faints → applicant to support him
- fire alert

attempted suicide where he has to help the fire department

2) What do you think about such "different" tasks on job interviews?

There is no answer, because everyone has his/her own opinion about that

pro:

candidate has been put under stress to

- watch his/her reactions
- find out about his/her values
- see whether he/she is a team player
- test his/her loyalty
- ...

contra:

- candidate is under stress anyway (because of the job interview) → unnormal situation he/she has to deal with
- just for the purpose of marketing
- ...

3) Can you think of tasks that might be appropriate for trainees in your branch? What could that be?

- calculating tasks
- testing native language e.g. by writing an essay on “where to go”-places, current world-issues (conflicts on Somalia etc.) ...
- testing second language e.g. by suddenly changing the interview language into English
- tests on concentration
- team work activity: group discussion on current issues
- reenacting a counseling interview
- creating a product for business clients
- ...